



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Jr. Staff Analyst/ Assistant Treasury Program Officer/Associate Treasury Program Officer
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2632 - \$3465 JSA
\$3418 - \$4155 Asst TPO
\$4111 - \$4997 Assoc TPO

Under the general direction of the Treasury Program Manager II, the position provides a wide range of staff support to the revenue and conduit bonds financing programs in the [Public Finance Division](#). Duties are similar to those for the JSA and Assistant Treasury Program Officer positions, however, the assignments are the most complex. Duties vary in nature and involve developing alternatives and recommendations to management. The analyst may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

DESCRIPTION OF ESSENTIAL FUNCTIONS

- Provides management with research and analysis on information related to bond sales. Tracking certain bond sale information for internal reporting purposes and gathering market and bond pricing information. Provides potential pricing scenarios to management for review on conduit bond sales.
- Works with managers and financing authority and State agency representatives on each bond sale. This includes reviewing bond sale documents and analyzing the cost of issuance and underwriting fee information submitted by underwriters and/or financing authorities. Follow-up on discrepancies and questions regarding the proposed cost of issuance.
- Provide analysis and supporting documentation to management on special projects, such as BCPs and RFQ/RFP preparation and written procedure manuals and applicable updates.
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- Oversees the competitive bid process, when applicable. Interface with financing team representatives, staff and relevant vendors and prepare status reports for management.
- Enter sale information into the database and maintain the official bond sale files. Other related duties.

DESIRABLE QUALIFICATIONS:

- State finance, accounting or other financial experience.
- Strong technical, analytical and writing skills.
- Strong computer skills, including the use of standard application software (i.e., Microsoft Windows, Word, Excel, Access).
- Ability to work independently and accurately within a dynamic environment and restrictive timeframes.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Services Analyst, Assistant Treasury Program Officer, or Associate Treasury Program Officer.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam. List the number "820-540-4223-012" next to the classification on your application/resume (i.e., [Assoc TPO 820-540-4223-012]). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

FINAL FILING DATE:

Until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

PFD/540/kd
03/13/06